

1. Hoing^{ed} org. pattern
2. Pers. work & positions in operating office
3. Voucher^{ed} V₃ Unmarked
4. Placement V₅ Cover management — OVT
5. Frequent CIA contacts at same field points
6. Keeping identities parties as far as possible.
7. No uniform method of remittance assignments.
8. Put everything in writing & set up central controls & records to avoid flaps
9. Follow up & relations with prospects & applicants in process & by whom done?
10. Knock out clerical work by remittance
11. method of handling mail.
12. " " " " work - ins.
13. Scheduling of remittance visits.
14. Supervisory controls & evaluations.
15. Improper use of (opi) slots.
16. need for discipline violation of T/O, for sheet & other formal matters.

17. How well does individual's background match assigned responsibilities.
18. How well do referrals match requirements? How are cancellations effected upon filling of position?
19. Time stamps & methods of placing individual responsibility.
20. Use of office equipment & systems, including 18 M & dictating machines.
elec. typewriter
21. Does placement have access to Agency functions & jobs info so as to know whether they are tending?
22. Does org have personnel papers w/o authority to act?
23. Use of pattern paragraphs as well as form letters.
24. Telephon Trapping
25. Correspondence review
26. ~~Working of the~~
27. Promotion from within plan

28. Periodic evaluation of employee performance ~~etc~~
29. Resp. for recruiting operational types.
30. Snowflake system.
31. Use Rec Rec employee recruitment
32. ~~Postings of vacancy lists~~
33. machine reads card over ~~network~~
Org. transfers.
34. How well as operating officer keeping their registration current
35. Is placement people ever all T/C charges approved? ~~Should they not then be paid?~~
36. Is the person from an organization that leadership stems from Personnel and so that operating officer know what they are doing?
37. Bookkeeping on various categories of personnel.
38. ~~Identified~~ authority at various levels

STATINTL

39. check method of command being
with security in field.

40. get [REDACTED] to check security
processing of military.

41. No schedule or membership system for
walk in appointments. Have about
night shift.

42. Destroy official file.

43. Pull conspiracy into our T/O shop